

Spooner Row Community Council Minutes

Thursday 3rd February 2022 at 19:30, Spooner Row Village Hall

Present:

Sue Hewitson	SH	Chairman
Julian Halls	JH	Vice Chair
Stephen Ward	SW	RFO
Bernard Mansell	BM	
Martyn Lemon	ML	
Robert Foster	RF	
 Dawn Clarke	 DC	 Clerk to the Community Council

1.	To consider accepting apologies for absence.	
	None.	
2.	To receive declarations of interest on items on the agenda and consider any requests for dispensations.	
	ML is Chair of Governors for Spooner Row Primary School with no pecuniary interest. JH Will not be taking part in planning matters as he is on the South Norfolk planning committee as a district councillor.	
3.	To confirm the minutes of the meeting held on Thursday January 13 th 2022	
	Written amendments were made to the November minutes. Agreed Unanimously.	
4.	Opportunity for Public participation.	
	None.	
Planning – Cllr Martyn Lemon Lead		
5.	To consider responding to planning applications:	
	a. 2021/2793: 6 School Lane Spooner Row NR18 9JP (By delegation to the Clerk)	
	b. 2021/0187 Deed of Variation of the Section 106 Agreement from 2018/1622 to remove the need to provide affordable housing. Land At Chapel Road And Bunwell Road Spooner Row Norfolk	
	c. Any applications arriving after the agenda has been published.	
s	a. Approved and previously delegated to the Clerk. b. This was an update as financial viability statement documents have been submitted to support the application for the Deed of Variation. This has generated public comment to SW about short notice to submit comments, SW advised the MOP to contact Planning directly and ask for an extension if they needed it. <i>resident</i> c. 2022/0095 Land West Of School Lane Spooner Row Norfolk (Late arrival) 2 letters have been received by the Clerk regarding this	

	application and were read out to council. It was agreed that the council would, object to the changes, the clerk would submit a response with reference to the attenuation pond and the historic incidents of flooding in this area, removal of hedgerow and ask Planning to be mindful of residents' environmental concerns. Clerk to respond to MOPs and advise them to contact Planning. d – 2022/0065 Land Adjacent To 2 Jubilee Cottages Wattlefield (Late arrival) The decision was made to object to the application as the proposal was not in keeping with the street scene.	DC
	Finance – Cllr Stephen Ward, RFO	
6.	To consider approving the following payments: a. Cllr Ward for Clerk's Microsoft O365 license: £11.28 b. Cllr Ward for RFO's Microsoft O365 license: £4.56 c. Cllr Ward for top-up payment to Number People: £5.00 d. NPTS for Chair's Training Course: £36.00	
	It was noted that from this month the Clerk's salary will be in arrears. Proposed SW, Seconded SH, Agreed Unanimously	
7.	Auditor of accounts – re-appoint Mr Robin Goreham as internal auditor. Proposed SW, Seconded RF, Agreed Unanimously	
	Ongoing Items	
8.	School Liaison. ML	
	No update.	
9.	Playing Field Update. BM	
	BM has engaged Wicksted who have visited in order to carry out maintenance. BM is checking the quote. The School Lane entrance work is in abeyance due to difficulties getting quotes. It was noted that the goalposts have been moved, it is not known who by. They have been moved and secured correctly. Whilst rotating the location is a good idea for the grass wear, letting the council know would have been appropriate. ML to check with the school. It was agreed that rotating the location would be appropriate.	BM
10.	Review of the letter regarding Holy Trinity Church. SH/RF	
	SH to discuss with RF and return with this item in March.	SH /RF
11.	Proposal to remove moles from the Playing Field. ML/RF	
	After a discussion regarding technique, safety and the type of trap. It was agreed to engage ACE, for £400 to remove the moles from the centre of the field using a mixture of underground traps and a dog. RF to liaise and request a method statement, PLI to be uploaded onto SharePoint and a date to start. Prices ranged from £225, but for scissor traps, to £1,800 with traps only. School to be informed of works.	RF ML

SLH

Projects		
12.	Queen's Platinum Jubilee Event – Provisional Budget. SW A budget of £15,000 has been earmarked. Proposal 1: The Council agrees to set the Queen's Platinum Jubilee budget as follows: - Evening Event £10,000 - Jubilee Beacon (Incl. AR Trail) £1,500 - Provision of Entertainment £3,500 - Provision of Food £3,000 (Approximately 300 meals) - Support Services £2,000 - Children & OAP Street Party £5,000 - Memorabilia for Children £2,250 (150 Children at £15.00) - Provision of food £1,500 - Entertainment £1,500 Proposed SH, Seconded BM, Agreed Unanimously Proposal 2: The Council agrees to pre-authorise the RFO to make payments for deposits up to 25% of the allocated budgets for each area in consultation with the overall event lead Cllr Martyn Lemon and the Chairs endorsement. Proposed SW, Seconded SH, Agreed Unanimously Proposal 3: Installation of the beacon. ML has concerns about safety and advises that professional installation is pursued. SW to contact builder for quote using .Gov guidance. Clerk to contact Ely to ask about installation. Sponsorship: BM asked if specific items were required rather than general support. BM/SW to discuss specific items that may be sought.	
13.	Queen's Platinum Jubilee Event – 2nd June 2022. SW/SH/ML a. Beacon. b. Augmented Reality Beacon Trail. c. Toilet Hire. d. Food Provision.	
	a. i, The Council agrees to allow Gurney Reeve & Co to manufacture and donate the metal Beacon Brazier at no cost to the Council. Proposed SW, Seconded JH, Agreed Unanimously RF was thanked for his input and asked to confirm with GR we are happy to go ahead. ii, The Council agrees to purchase the Oak mounting post from the Frank Aldridge Sawmill at Snetterton, at a cost of £810.00 incl. VAT. Proposed SW, Seconded SH, Agreed Unanimously. There is a price match guarantee. Delivery will need to be arranged.	

	iii, ML asks for quotes for installation costs using the government supplied specifications. SW to return with builders' quotes for installation of the post. b. Using QR codes a trail will be set, this is managed and promoted by an outside company using our chosen locations. Tokens are collected then unlock aspects of the Queen's reign. 7 Sites suggested to move around the parish, Notice boards, footpaths and monument on Turnpike Lane were put forward. The Council agrees to purchase the Queen's Platinum Jubilee Beacon Trail package from High Street Safari at a total cost of £499.00 incl. VAT. Proposed SW, Seconded BM, Agreed Unanimously c. The Council agrees to hire a 4 cabin toilet from Broadland Toilet Hire at a cost of £432.00 incl. VAT. Proposed SW, Seconded BM, Agreed Unanimously d. The Council agrees to pay the food suppliers so as to secure the food vendors. Proposed SW, Seconded BM, Agreed Unanimously This agreement will also allow the vendors to sell on the night so if people just show up there is food available. Tickets, for food only - DC to supply details of online ticket services after speaking to Morley Village Hall. SH noted there is a great deal of interest, and that promotion may now be appropriate. Clear recognition of donors were agreed to be appropriate, how was yet to be determined. The planting of trees was discussed; however it was returned for further research and also to look at the possibility of a Queen's Jubilee Community Orchard instead of singular trees, but the singular tree planting is not entirely discounted should a suitable location be identified. JH to check if there is any budget from the District Council to support any Jubilee activity. ML has contacted SN about land that may be available. JH to with the clerk contact the Council to possibly meet or write formally to Community Assets requesting acquiring a plot. SH suggested a visit to visit sites so that we may be clear about the location and adjoining areas.	
14.	To review and adopt: SH/DC/JH a. Terms of Reference Playing Field Lead b. Terms of Reference Clerk c. Code of Conduct	

	a. Not available, JH to work on due to its complex nature is taking time. b. Terms of reference (Key performance indicators) needed prior to appraisals. To return in March with amendments. SH/DC to take JH's document and amend. c. Revision of previous code of conduct. ML asked what sanctions were available. JH requested to tighten up the language and return in March.	JH DC/ SH JH
Communication		
15.	Correspondence and Clerks Report. DC a. Post box. b. Signal Box. c. Any mail arriving after the agenda has been published	
	a. There have been 2 post boxes stolen (Wattlefield and Sawyers Lane) The clerk is waiting for the Royal Mail to respond regarding re- placement and instatement. DC to speak with WTC. b. Signal Box, the plan has not changed, RF has had a site visit with highways regarding Bell mouth construction STRO5967 – he queries if the MNR are aware. DC to check. c. The confirmation from Electoral Services that we could proceed to Co-option had arrived after the agenda was determined. JH and the Clerk to check forms and aim to appoint at the April Meeting. d. NPTS Training Day on March 30 th , SH, BM, DC would like to attend.	DC DC DC/ JH DC
Meeting Closure		
16.	Matters for next meeting and any emergency items.	
	None, Meeting closed at 9:45	
17.	To confirm date and venue for the next meeting; Thursday March 3 rd 7:30pm in Spooner Row Village Hall.	

Signed:

Sw L Hobb

Date:

3/3/22